

# EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400  
<http://www.tempe.gov>  
Committed to Equal Opportunity and Reasonable Accommodation

---



## ARTS SPECIALIST

Tempe Center for the Arts Production  
(Community Services – Cultural Services)  
Recruitment Code #: 900025

**OPENING DATE:** June 3, 2011

**CLOSING DATE:** June 17, 2011

### ANNUAL SALARY RANGE

\$47,488 - \$64,103

Hours: Varied for this position, based on event schedules

This position is FLSA Exempt – ineligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the Service Employees International Union (SEIU).

In addition to completing the City of Tempe application, applicants must complete the attached supplemental questionnaire(s).

### MINIMUM QUALIFICATIONS

#### Education:

Requires the equivalent to an Associate's degree from an accredited college, university or conservatory with major course work in theater, theatrical audio, theatrical lighting, technical direction or a degree related to the core functions of this position.

*The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).*

#### Work Experience:

Requires the equivalent of two years, full-time work experience in technical theater and/or corporate event production in a multi-venue performing arts facility or similar venue with concentration in theatrical audio and/or theatrical lighting.

*Candidates must have the minimum amount of work experience. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

### ADDITIONAL REQUIREMENTS

**A post offer, pre-employment physical may be required for this position (requires the ability to lift up to 70 pounds).** Successful completion of probationary period is contingent upon passing an FBI background investigation. If requesting veteran's preference, the appropriate DD214 must be attached at time of application.

### REPRESENTATIVE DUTIES

(For the complete job description go to: <http://www.tempe.gov/jims/> )

- Assist Production Coordinator with production needs of all events in the Tempe Center for the Arts.
- Oversee use of equipment within TCA and serve as site manager during events.

- Advise on and execute audio, lighting and other equipment, facility and logistical needs for events.
- Ensure operational readiness of all lighting, audio and other facility equipment.
- Perform and coordinate regular maintenance and safety inspections of equipment.
- Prepare reports including, but not limited to, event evaluations, industrial injury summaries and incident reports.
- Assist Arts Coordinator in maintaining production records including, but not limited to, equipment inventory, equipment manuals and documents, warranty information, maintenance and repair logs, equipment rental agreements, service contracts and personnel event records.
- Load, unload, carry short distances, push and slide objects: scenery, lighting and/or audio equipment, program boxes, trusses, tables, chairs, and other event equipment from/to event location, storage, trucks and dollies.
- Perform minor building repairs.
- Perform related duties as assigned.

### **SELECTION CRITERIA**

An official City of Tempe application must be filled out in order to be considered for this position. **Incomplete application or supplemental forms will result in being disqualified from further consideration.** Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment. The City of Tempe conducts thorough background checks.

**LDT**

**Arts Specialist - (assigned to Production)**  
**Supplemental Questionnaire**



Recruitment Code #: 900025

Name (Last, First, Middle Initial): \_\_\_\_\_

Date: \_\_\_\_\_

Best Daytime Contact Number: \_\_\_\_\_

**Please be complete in your answers to the supplemental questions. Your questionnaire responses are an important basis for further consideration in the process. You may attach separate sheets with your answers.**

**NOTE – Based on the events scheduled in the Tempe Center for the Arts (TCA), employees are required to work varied shifts including nights, weekends and/or holidays. Event spaces at the TCA have varied height positions and elevations in which employees are required to work.**

1. Please describe your qualifications (work experience or related skills and abilities) as it relates to this position that you believe make you the best candidate.
2. Describe your work experience with audio/visual equipment, including the position held and years of experience with each of the following:
  - a. Analog and/or digital audio boards
  - b. Projections from computers and/or video players
  - c. Projection screens and projectors (include the applications used)
3. Describe your experience with lighting equipment, including the position held and years of work experience with each of the following:
  - a. Lighting control boards
  - b. Dimming systems
  - c. Lighting instruments you have used and the use applications.
4. Describe your theatrical, corporate and social event-based work experience and your working capacity (position held and number of years) in each situation

Signature \_\_\_\_\_

Date \_\_\_\_\_

**HR Review:**

☐ Qualified

☐ Not Qualified

HR Review: \_\_\_\_\_



# City of Tempe / Application for Employment

**APPLY AT:** City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov/hr>

**The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.**

*The City of Tempe Promotes a Drug and Alcohol Free Workplace.*

**DIRECTIONS:**

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly. Sign this application and all other forms. Applications must be received by Human Resources no later than 5:00 p.m. on the closing date.

1. Position Applying For: \_\_\_\_\_ Recruitment Code (RC#): \_\_\_\_\_
2. Name (Last, First, Middle Initial): \_\_\_\_\_
3. Last 4 Digits of Social Security #: \_\_\_\_\_ Email Address: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
Street City State Zip
5. Phone Number: BEST CONTACT # \_\_\_\_\_ ALTERNATE #: \_\_\_\_\_
6. Valid Driver's License ☐ Yes ☐ No
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? ☐ Yes ☐ No
8. Have you ever worked for the City of Tempe? ☐ Yes ☐ No If Yes, from \_\_\_\_\_ (Mo/Yr) to \_\_\_\_\_ (Mo/Yr)  
If you are a current City of Tempe employee, are you: ☐ Temporary? ☐ Regular?  
Have you completed your initial probationary period? ☐ Yes ☐ No If yes, when \_\_\_\_\_
9. Type of position you will accept: ☐ Full Time ☐ Part Time ☐ Regular ☐ Temporary
10. Do you have a High School Diploma or equivalent? ☐ Yes ☐ No If no, highest grade completed: \_\_\_\_\_
11. May we contact your current employer if you are considered for hire/promotion? ☐ Yes ☐ No

**If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at time of application.**

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐

HR Review ☐ \_\_\_\_\_ Date \_\_\_\_\_ Department Review ☐ \_\_\_\_\_ Date \_\_\_\_\_

**Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.**

12. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

14. Professional Registration(s), License(s), and/or Certification(s) you possess **that relate to this position:**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

15. Special training **that relates to this position:**

16. List computer software program(s) with which you are proficient in operating **that relate to this position:**

17. List equipment with which you are proficient in operating **that relate to this position:**

18. Language Proficiency (Other than English):

***You may make copies and use as many of these sheets as necessary to continue your employment history.***

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years or any additional relevant experience. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.**

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.**

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

19. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?

☐ Yes ☐ No If Yes, indicate his/her Name, Position and Relationship to you:

20. Have you ever been terminated for cause or forced to resign from a position for misconduct or unsatisfactory service?

☐ Yes ☐ No If Yes, please explain:

21. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

*Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.*

☐ Yes ☐ No If Yes, provide charges, dates and locations:

**Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered. Please answer this question completely. All offers of employment and continued employment are subject to a complete review of any criminal convictions. Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI).**

**PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.**

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from city service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***The City of Tempe does not accept faxed or emailed copies of applications.***



## Optional Employment Data Record

Completing ethnicity, gender, and age information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: \_\_\_\_\_ RC#: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Gender: ☐ Female ☐ Male

**Ethnic Group:**

- ☐ White (not Has/Latino Origin)
- ☐ Black/AFAM (not Has/LT Origin)
- ☐ Hispanic/Latino
- ☐ Asian
- ☐ American Indian/Alaska Native
- ☐ Native Hawaiian/Oth Pac Island
- ☐ Two or More Races

**Age Group:**

- ☐ 16 and under
- ☐ 17 – 20
- ☐ 21 – 29
- ☐ 30 – 39
- ☐ 40 +

How did you hear about this position: \_\_\_\_\_